

APPLICATION FOR REFUND OF RETIREMENT CONTRIBUTIONS
State Employees Retirement System, Tier I Members Only
Probate Judges & Retirement System
CO-628 Rev. 9/15 Page 1

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

PART I - GENERAL INFORMATION AND APPLICATION - SERS Tier I & PJERS only

AGENCY INSTRUCTIONS (SERS ONLY)

If the member has been terminated for one year or less, complete the "Agency Use Only" section. Please remember: if the applicant is eligible for an immediate retirement benefit, this application should not be completed.

APPLICANT

NAME (Print or Type) (Last)	NAME (First)	M.I.	EMPLOYEE NUMBER	SOCIAL SECURITY NUMBER
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ADDRESS (Street No., Name, City, State, Zip Code)

LAST EMPLOYING AGENCY

ADDRESS (Street No., Name, City, State, Zip Code)

Do you have a Pension Division Order ("QDRO") as a result of divorce/legal separation? Yes/No _____
If yes, has the order been submitted to and accepted by the Retirement Services Division? Yes/No _____

Retirement System Membership: ☐ SERS ☐ PJERS

I am voluntarily applying for refund of my contributions and interest from the retirement system checked above. By signing this application, I acknowledge that I have read it carefully and understand that by withdrawing my contributions, my contributory credited service in the system will be canceled and I will have no rights to any type of retirement or retirement related benefit under this system. By signing below, I agree and accept all the terms of this application. I acknowledge that prior to signing this Application, I had opportunity to ask questions and obtain additional information from Retirement Services Division staff with regard to the effect of such a refund on my retirement and retirement related benefits. I hereby seek to apply for a refund of all contributions I have paid into the retirement system checked above.

SIGNATURE OF APPLICANT	DATE	TELEPHONE NUMBER
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NOTARY CERTIFICATION

I hereby certify and affirm this Application was signed by the person whose signature appears above.

Signed and sworn before me this _____ day of _____, _____.

Signature of Notary Public: _____

State: _____ Town: _____ My commission expires: _____ **SEAL HERE**

AGENCY USE ONLY (SERS Only)

CORE-CT DEPT. ID	OFFICIAL TERMINATION DATE	NO. OF VACATION DAYS ACCRUED & PAID	LAST CHECK DATE	AMOUNT PAID
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IMPORTANT NOTE: IF EMPLOYEE IS RECEIVING OR RECEIVED WITHIN THE LAST SIX MONTHS WORKERS' COMPENSATION, DO NOT FORWARD REFUND APPLICATION TO THE RETIREMENT SERVICES DIVISION UNTIL ALL PAYROLL ADJUSTMENTS HAVE BEEN PROCESSED.

SIGNATURE (Payroll Supervisor or designated official)	TITLE	DATE	TELEPHONE NUMBER
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RETIREMENT SERVICES DIVISION USE ONLY

PROCESSED BY	DATE	LIST NUMBER
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Please refer questions regarding this application or refund to: Retirement Services Division, Data Base Unit at 860-702-3517 or Miscellaneous Unit at 860-702-3508.

PART I - GENERAL INFORMATION AND APPLICATION - SERS Tier I & PJERS only (continued)

Completion of this application is required for members of the Connecticut State Employee Retirement System (SERS) Tier I retirement plan and members of the Connecticut Probate Judges & Employees Retirement System (PJERS) who have officially terminated employment covered by either of these systems and are not eligible for receipt of an immediate monthly retirement benefit as a result of their membership. There are three parts to this Application for Refund of Contributions:

- I. General Information and Application**
- II. Income Tax Withholding ("Safe Harbor") Explanation**
- III. Election Form**

The Application (**PART I**) and Election Form (**PART II**) must be filled out, witnessed and returned to the Retirement Services Division. Under SERS Tier I retirement plan provisions, members who have completed at least ten years of service and were continuously employed by the State for the last five years, without a severance of a year or more, are eligible for a vested rights retirement benefit. PJERS are eligible for retirement benefits after accumulating ten years of credited service. If an applicant is eligible for an immediate retirement benefit from SERS, this application should not be completed. Instead, the applicant should contact their agency payroll or human resources officer for completion of Form CO-898, "Application for Retirement Benefit".

The statutory provisions of the SERS Tier I and the PJERS authorize a refund of employee contributions to a terminated member. A refund results in the forfeiture of credited service for which member contributions were made. By receiving a refund you are forfeiting all service credit and are giving up all rights to any future benefits based upon those years of credited service. Your receipt of this refund discharges SERS or PJERS from any liability for any portion of your retirement pension, annuity or other benefits based on this forfeited service.

IMPORTANT: UPON RECEIPT OF YOUR REFUND YOU WILL IRREVOCABLY WAIVE AND RELINQUISH ANY RETIREMENT RELATED BENEFIT INCLUDING HEALTH INSURANCE TO WHICH YOU MAY HAVE BEEN ENTITLED BY VIRTUE OF BEING A MEMBER OF THE STATE EMPLOYEES RETIREMENT SYSTEM OR THE PROBATE JUDGES & EMPLOYEES RETIREMENT SYSTEM.

Note: a refund cannot be processed until all final contributions have been received. In addition, under Internal Revenue Code Section 402(f), a refund cannot be paid until at least 30 days after the applicant has completed and returned the election form, acknowledging receipt of the Special Tax Notice Regarding Your Rollover Options (**PART III**) (describing distribution options and tax consequences).

APPLICANT INSTRUCTIONS:

1. Read all sections very carefully and complete the sections entitled "Applicant" and "Election Form".
2. Your signature must be witnessed by a notary public.
3. For SERS Tier I members only, if you have been terminated for less than one year, forward this application to the agency where last employed. If you have been terminated for a year or more then forward the signed application to the Retirement Services Division at the below address. PJERS members should forward their signed application directly to the Retirement Services Division at the below address. Please make and keep a copy for your records.

SERS Members: Retirement Services Division
State of CT - Office of the State Comptroller
55 Elm Street - 3rd Floor
Hartford, Connecticut 06106
ATTN: Data Base Unit

PJERS Members: Retirement Services Division
State of CT - Office of the State Comptroller
55 Elm Street - 3rd Floor
Hartford, Connecticut 06106
ATTN: Miscellaneous Unit

4. Your refund will include monies not previously reported to the Internal Revenue Service as taxable income. Your options for payment of these taxable monies are described in this application; a payment method must be checked in **Part II** in order to process your refund.
5. Your refund check will be issued approximately 45-60 days following receipt by this Division of the properly completed application form, as required, or from the date of your final paycheck, whichever is later.
6. To avoid delay in processing your refund, please notify this Division in writing of any address change that occurs after you submit this application.

PART II - ELECTION FORM

NAME (Last)	NAME (First)	M.I.	EMPLOYEE NUMBER
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Place a check in the applicable box(es) (box "A" and/or "B" or box "C") below to indicate the payment method that you are electing for your refund. If you elect a direct rollover, you must indicate the type of eligible plan.

A. ☐ I elect a direct rollover of the taxable portion of my refund distribution to the following account:

- ☐ IRA ☐ ROTH IRA ☐ OTHER QUALIFIED PENSION PLAN ☐ 403(b) TAX SHELTERED PLAN
☐ 457(b) DEFERRED COMPENSATION PLAN

Recipient Institution or Plan Name to which check will be made payable: _____

Account Number: _____

I certify the above account will accept a direct rollover and that the above account is an eligible retirement plan for this purpose.

B. ☐ I elect a direct rollover of the non-taxable portion of my refund distribution to the following account:

- ☐ IRA ☐ ROTH IRA ☐ OTHER QUALIFIED PENSION PLAN ☐ 403(b) TAX SHELTERED PLAN

Recipient Institution or Plan Name to which check will be made payable: _____

Account Number: _____

I certify the above account will accept a direct rollover and that the above account is an eligible retirement plan for this purpose.

C. ☐ I elect to receive both the taxable and non-taxable portions of my refund distribution. I understand that if the taxable portion of the refund is \$200.00 or more, 20% federal tax will be withheld.

I certify the following: I have read, or had read to me, the information contained in this application including the Special Tax Notice and had the opportunity to seek advice on the refund, my choice of election and its tax consequences. I understand and acknowledge that the Special Tax Notice contained in Part III of this application is simply an overview of applicable laws and regulations. I understand and acknowledge that I alone am responsible for both seeking appropriate tax advice and for any income tax liability with regard to, or as a result of, this requested refund. I am not now employed in a job requiring me to make contributions to the retirement system, and if I should become reemployed in such a job before I receive my refund, I will notify the Retirement Services Division to cancel this application. I understand that my refund cannot be paid until this application has been completed and all necessary information has been received. I understand that upon receiving my refund, I forfeit all rights to my retirement service credit and any and all pending or accrued benefits provided by the retirement system.

SIGNATURE OF APPLICANT	DATE	TELEPHONE NUMBER
SIGNATURE OF WITNESS	DATE	TELEPHONE NUMBER

PART III - SPECIAL TAX NOTICE REGARDING YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from your Plan is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover. You may request a paper copy of this Notice from the Plan Administrator at no charge to you.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special Rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59 1/2 and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies).

If you do a rollover to a traditional IRA or an eligible employer plan, you will not have to pay tax until you receive payments later from the IRA or plan, and the 10% additional income tax will not apply if those payments are made after you are age 59 1/2 (or if an exception applies).

If you do a rollover to a Roth IRA, you will be taxed on the amount rolled over (reduced by any after-tax amount). However, if you are under age 59 1/2 at the time of the rollover, the 10% additional income tax will not apply. See the section below titled "If you roll over your payment to a Roth IRA" for more details.

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified section 401(a) plan, section 403(b) plan, or governmental section 457(b) deferred compensation plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment of the rolled over amount in the future. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes. If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59 1/2 (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary) (This means that your lifetime monthly benefits are not eligible for rollover.)
- Required minimum distributions after age 70 1/2 (or after death)
- Corrective distributions of contributions that exceed tax law limitations

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

APPLICATION FOR REFUND OF RETIREMENT CONTRIBUTIONS
State Employees Retirement System, Tier I Members Only
Probate Judges & Employees Retirement System
CO-628 Rev. 9/15 Page 5

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

If any portion of your payment is taxable but cannot be rolled over, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan administrator for the election form and related information.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59 1/2, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO) to an alternate payee who is an opposite-gender spouse or former spouse, child, or dependent of the member
- Payments up to the amount of your deductible medical expenses

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59 1/2, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for a qualified domestic relations order (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of an opposite-gender spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment. If you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you roll over your payment to a Roth IRA

If you roll over the payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59 1/2 (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime.

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs). You should consult your tax advisor if you are interested in rolling over your distribution to a Roth IRA.

If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance

If you retired as a public safety officer and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of \$3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

APPLICATION FOR REFUND OF RETIREMENT CONTRIBUTIONS
State Employees Retirement System, Tier I Members Only
Probate Judges & Employees Retirement System
CO-628 Rev. 9/15 Page 7

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

The Form 1099-R that you receive from the Plan administrator will report the deducted insurance premiums as taxable. If you want to take advantage of this \$3,000 exclusion, you must report the amount claimed on Form 1040. The instructions to Form 1040 explain that the taxable amount received from the Plan, reduced by the amount of qualified premiums deducted and paid by the Plan (not to exceed \$3,000), must be entered on line 16b of the Form 1040. Next to the entry, in the margin, you must write the letters "PSO." This is an annual election - you will need to report the exclusion for each year in which you want to claim the exclusion.

If you are not a plan member

Payments after death of the member. If you receive a distribution after the member's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the member was born on or before January 1, 1936.

If you are a surviving opposite-gender spouse. If you receive payment from the Plan as the surviving spouse of a deceased member, you have the same rollover options that the member would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover into an IRA, you may treat the IRA as your own or as an inherited IRA. Note that although state law recognizes same-sex domestic partners, a spouse for federal tax law purposes must be a person of the opposite sex to whom you are married.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59 1/2 will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70 1/2.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the member had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the member had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the member would have been age 70 1/2.

If you are a surviving beneficiary other than an opposite-gender spouse. If you receive a payment from the Plan because of the member's death and you are a designated beneficiary other than a surviving opposite-gender spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. If you do not do a direct rollover to an inherited IRA, the Plan must withhold 20% of the payment for federal income tax. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the opposite-gender spouse or former spouse of the member who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the member would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). If you are an alternate payee other than an opposite-gender spouse or former spouse of the member, you generally have the same options as a surviving beneficiary other than the spouse, so that the only rollover option you have is to do a direct rollover to an inherited IRA. Payments under the QDRO will not be subject to the 10% additional income tax on early distributions if you are the opposite-gender spouse or former spouse, child, or dependent of the member.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200, the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

APPLICATION FOR REFUND OF RETIREMENT CONTRIBUTIONS
State Employees Retirement System, Tier I Members Only
Probate Judges & Employees Retirement System
CO-628 Rev. 9/15 Page 8

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

NOTICE PERIOD

Generally, payment cannot be made from the Plan until at least 30 days after you receive this notice. Thus, you have at least 30 days to consider whether or not to have your payment rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your payment will then be processed in accordance with your election as soon as practical after it is received by the Plan administrator.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.